



Duties and Responsibilities of KPLF Board Members

Adopted March 26, 2024, Updated July 24, 2024

1. Purpose

This document provides detailed duties and responsibilities of the KPLF Board members and officers listed in the KPLF by-laws.

2. Scope

Duties and responsibilities of the members and officers of the KPLF Board.

3. Definitions

KPL: Kenosha Public Library
KPLF: Kenosha Public Library Foundation
KPLF Board: Kenosha Public Library Foundation Board

4. KPLF Board Member Expectations

Members of the KPLF Board are expected to:

- a. Be an ambassador of the KPLF and represent the KPLF enthusiastically and effectively.
- b. Sign the KPLF Board Code of Conduct and Ethics Statement upon becoming a KPLF Board member.
- c. Attend KPLF Board meetings, Committee meetings, and other scheduled meetings and events either in person or, if necessary, virtually. If unable to attend, the President shall be notified as soon as possible in advance of the meeting.
- d. Prepare for KPLF Board meetings by being familiar with the agenda and accompanying materials and being ready to make decisions and discuss policy information.
- e. Serve as an active member of at least one (1) committee.
- f. Be familiar with KPLF By-laws and Procedures.
- g. Support the KPL director, KPL Staff, and fellow KPLF Board members.
- h. Avoid conflict of interest.
- i. Make an annual financial contribution per the KPLF By-laws.

5. Duties of the President

- a. Coordinate with the KPL Director to develop the KPLF Board meeting agendas.

- b. Preside over the KPLF Board meetings:
 - i. There is a set agenda for each KPLF Board meeting issued by the KPL Director or other designee.
 - ii. The meeting will run in the order of the agenda unless the KPLF Board agrees to change the order for an appropriate reason by way of an approved motion to amend the agenda. All meetings shall be governed by *Robert's Rules of Order*.
 - c. Call special meetings on an as-needed basis.
6. Duties of the Vice President
- a. Preside over the KPLF Board meetings in the absence of the President.
 - i. There is a set agenda for each KPLF Board meeting issued by the KPL Director or other designee.
 - ii. The meeting will run in the order of the agenda unless the KPLF Board agrees to change the order for an appropriate reason by way of an approved motion to amend the agenda. All meetings shall be governed by *Robert's Rules of Order*.
7. Duties of the Treasurer
- a. Advise the KPLF President, Vice President, and KPL Director concerning fiscal policies as needed.
 - b. Maintain online account access to KPLF accounts.
 - c. Provided a Treasurer's Report for each KPLF Board meeting.
 - d. Specific financial duties include:
 - i. The Treasurer must sign a signature card at the bank to keep on file as proof of authorization to sign KPLF checks.
 - ii. The Treasurer is one (1) of two (2) signatures that appear on the KPLF checks. The other signature is the KPLF Board Secretary.
 - e. At the time of the completion of their term, it is the duty of the Treasurer to contact the KPLF fiscal agent to alert them of the change in officers.
8. Supporting Documents
- a. By-Laws of the KPLF Board
 - b. Code of Conduct and Ethics Statement